

**STATE OF COLORADO FINANCIAL DATA WAREHOUSE
SECURITY ACCESS AUTHORIZATION REQUEST FORM**

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COMPLETE BOTH SIDES
OF THIS FORM

SECTION A: TO BE COMPLETED BY EMPLOYEE

Revised April 15, 2005

REQUEST TO: ESTABLISH _____ or MODIFY _____ or REMOVE _____ USER SECURITY

AUTHORIZATION IS REQUESTED TO ACCESS REPORTS AND DATA CONTAINED IN THE FINANCIAL DATA WAREHOUSE AT THE ACCESS LEVEL CHECKED BELOW:

STATEWIDE ACCESS <i>includes all departments and agencies</i> <input type="checkbox"/>	DEPARTMENT ACCESS <i>includes all agencies in user's department</i> <input type="checkbox"/>	AGENCY ACCESS <i>includes the specific agency codes listed below</i> <input type="checkbox"/> _____
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FDW TRAINING REQUESTED FOR EMPLOYEE: EMPLOYEE WILL ACCESS FDW FROM: (CHECK ALL THAT APPLY)

YES ☐ NO ☐ WORK ☐ HOME ☐ OTHER ☐ _____

EMPLOYEE NAME _____

EMPLOYEE WORK E-MAIL ADDRESS _____

EMPLOYEE DEPT/AGENCY _____

EMPLOYEE WORK ADDRESS _____

EMPLOYEE WORK PHONE _____

ENTER EMPLOYEE GGCC LOGON/TOP SECRET ID:	IF NO GGCC LOGON/TOP SECRET ID, ENTER REQUESTED USER ID (6 - 8 CHAR.):
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EMPLOYEE STATEMENT OF COMPLIANCE

Please review the following paragraphs and indicate your understanding and agreement by signature. If anything is unclear, or you wish to review the *Authority* documents identified below, please contact your department controller or security administrator.

Authority for Granting Access: 24-72-203, CRS Public records open to inspection; 2-3-107, CRS, State Auditor; 2-3-203(1), CRS Joint Budget Committee; State of Colorado Fiscal Rule 1-3, *Access to the State Financial System*; Policies of the Dept. of Personnel and the Division of Information Technology.

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EMPLOYEE STATEMENT OF COMPLIANCE (cont.)

The State Controller is the official custodian of the State Financial System financial database, including the Financial Data Warehouse (FDW), and prescribes the rules and regulations for query, use, or inspection of the financial records contained in the database. Each State Agency shall be given query access to their portion of the financial database on the State Financial System.

Employees of the State of Colorado may be granted access to the FDW for official business purposes only. State Financial System/FDW records contain both public and confidential information; therefore access to financial data contained on the State Financial System/FDW shall not be granted to anyone for general perusal of a State Agency's financial records. Any request received from citizens and the public for any information contained in the State Financial System/FDW database should be processed according to statewide procedures for handling open records requests.

Each employee granted access to the FDW is responsible for their use of the FDW and for safeguarding their assigned User ID and passwords to protect data stored in the FDW. User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Leaving employment will terminate my rights to access the FDW.

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE

SECTION B: REQUIRED SIGNATURE APPROVALS

DEPARTMENT CONTROLLER/SECURITY ADMINISTRATOR

DATE

WORK PHONE

Send completed original form signed by your Dept./Agency Controller to: DPA/TMU, Attn: COFRS Helpline, 690 Kipling, CO 80215 or fax it to 303-239-5888

FOR FDW USE ONLY – State Controller approval is required for Statewide access.

_____ STATE CONTROLLER			
_____ DATE		_____ FDW DATABASE ADMINISTRATOR	
DATE USER ID VERIFIED		_____ DATE	
DATE PASSWORD ASSIGNED		_____ DATE	
DATE TRAINER NOTIFIED		_____ DATE	